



Fax

To: Tenant Applications Department

From:

Fax: 888-602-6789

Pages:

Phone: 786-347-7695

Date:

Re:

cc:

Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

● **Comments:** The information contained in this facsimile message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain confidential or privileged information. If you are not the intended recipient, please notify the sender at the above contact information immediately and destroy all copies of this message and any attachments.

Please find attached the following required documents:

- Application
- Copy of government issued identification
- Copy of Social Security card
- Copy of most recent pay stub, or income verification
- Application Contingency Form
- Authorization Form for application verification

APPLICATION PROCESS

J. Luis Properties, Inc

1. **Each adult planning to occupy the property must fill out an application and an authorization form, allowing J. Luis Properties, Inc., to perform a credit check and criminal background check.**
Both husband and wife will need to apply individually for a property. If applicant is a student or not employed, a guarantor must be used. The guarantor must also fill out the application and the guarantor form (which must be notarized), as well as pay the application fee.
2. There is a **\$50.00 non-refundable application fee for each applicant** that is payable at the time the application is filled out. Payment must be in the form of CREDIT CARD, CASH or MONEY ORDER.
3. You will need to have the following information for each application that is filled out:
 - ***Valid Driver's License**
and
 - ***Social Security Card**
and
 - ***Most Recent Pay-Stub.** (If you are self-employed then we will need your tax returns to make a copy of them.)
4. Once your application is received, your information will be processed and within 48 business hours you will be notified as to whether you have been approved for the property. During this time frame, we will run your credit report, perform a criminal background check, verify current employment, and check your rental references. If you are approved for the property, you will have up to 72 hours from approval to schedule an appointment to sign the lease and pay **the security deposit** (which is equal to one month's rent), **in the form of a money order or certified funds.**
5. The 1st month's rent will be due at the date of move in when you come to pick up your keys. If your move in date is after the 1st of the month, your rent will be pro-rated accordingly. If your move in date is after the 20th of the month, we will need the first month's rent as well as the following months rent **in the form of money order, or certified funds.**

*Please contact us with any questions that you may have at **786.347.7695.**

*Once you have completed your application call us to arrange for it to be dropped off along with the \$50 application fee and (3) forms of identification.
Thank you for your interest in our properties and we look forward to working with you!

J. Luis Properties, Inc., Rental Application

The undersigned hereby makes application to rent the property located at: _____ beginning _____, for a term of 12 months for \$ _____ per month, and submits the following information:

General Information

Name (Applicant): _____
 Street Address _____
 City: _____ State: _____ Zip: _____
 Phone: Home _____ Work _____ Mobile _____
 E-Mail: _____
 Date of Birth: _____ Social Security Number: _____ - _____ - _____
 Monthly Income \$ _____
 Additional Sources of Funds: _____
 How did you hear about us: _____

Dependents:

Name	Date of Birth	Relationship

Other Occupants:

Name	Age	Relationship

Pets (if applicable) Type: _____ Breed _____ Size _____
****Please submit a color photo of all pets that will be residing at the property.****
 Country of Citizenship _____ If not US, Submit Immigration Status Papers

Rental History Information

Street Address: _____
 City: _____ State: _____ Zip: _____
 Dates _____ Reason for Leaving _____
 Owner or Agent _____
 Phone _____ Fax _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Dates _____ Reason for Leaving _____
 Owner or Agent _____
 Phone _____ Fax _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Dates _____ Reason for Leaving _____
 Owner or Agent _____
 Phone _____ Fax _____

Employment Information

Current Employer: _____

Dates _____ Title _____

Supervisor _____ Phone _____

Address _____

Salary \$ _____ per _____

Former Employer: _____

Dates _____ Title _____

Supervisor _____ Phone _____

Address _____

Salary \$ _____ per _____

Financial References

Assets (Bank Accounts, Etc)

Institution	Type (checking, etc)	Account Number	Telephone

Debts (Charge Cards, Car Payments, Student Loans, Furniture Accounts, Other)

Type	Monthly Payment	Balance Due

Personal References

Name	Relationship	Telephone Number

Other Information

Automobile License Plate _____ State _____

Automobile Make _____ Model _____ Year _____

Driver's License Number: _____ State: _____

Have you ever filed for bankruptcy: ___ No ___ Yes, When _____

Have you ever been evicted: ___ No ___ Yes, When _____

Have you ever been convicted of a felony? ___ No ___ Yes, When _____

Name of Person to Notify in Case of Emergency _____

Phone _____

J. Luis Properties, Inc., Rental Application

Applicant hereby applies to lease the above described premises for the term and upon the conditions above set forth in the lease and agrees that the rental is to be payable the first day of each month in advance.

Applicant understands that payment of a NON-REFUNDABLE FEE of \$50.00 is required in order to process an application and that Landlord and Agent will not be bound by any representations, agreements, or promises made by representatives or Agents unless contained in the form of the lease signed by Landlord or Agent.

Copies of Applicant's valid social security card, valid driver's license and recent pay stub must be returned with the application and signed lease. The application fee is non-refundable for any reason including, but not limited to, rejection of application and withdrawal of application by applicant.

NO UNITS WILL BE HELD UNTIL THE SECURITY DEPOSIT IS RECEIVED BY AGENT. IT IS RECOMMENDED THAT APPLICANTS DELIVER THE SECURITY DEPOSIT WITH THE APPLICATION IN ORDER TO GUARANTEE THE UNIT. APPROVALS MAY BE WITHDRAWN IF THE SECURITY DEPOSIT IS NOT RECEIVED WITHIN 72 HOURS FROM ACCEPTANCE.

If this application is not approved and accepted by the Landlord or Agent, the security deposit will be refunded. The Applicant hereby waives any claim for damages by reason of non-acceptance and agrees that the Landlord or Agent may reject without stating any reason for so doing.

Applicant authorizes, as a part of Agent's procedure for processing this application, preparation of an investigative consumer report whereby information is obtained through personal interviews with Applicant's references, as may or may not be listed in this report. This inquiry may involve requests for information as to Applicant's character, general reputation and personal characteristics. Permission is hereby granted by Applicant to any credit bureau to verify any information obtained from any source named herein. Applicant hereby authorizes any present or former Landlord to give any information he or she may have regarding Applicant in his or her capacity as Landlord. Further, Applicant hereby releases such Landlord or former Landlord and his or her company or representatives thereof from any and all liability for any damage or injury whatsoever caused for issuing the same.

The above information, to the best of my knowledge, is true and correct.

Signature of Applicant: _____ Date: _____
Nonrefundable Application Fee: \$ _____ Date: _____
Security Deposit: \$ _____ Date: _____

(All applications subject to owner's approval.)

Applicant Authorization

I/we authorize J. Luis Properties, Inc., to obtain my present and previous residence information, as well as any current and previous employment information. This includes any salary or other pertinent information that may assist in completing my rental application. I further authorize J. Luis Properties, Inc., to verify my credit history and perform a criminal record search by any means deemed reasonable.

I understand that the information that J. Luis Properties, Inc., obtains is to be used only in the processing of my rental application.

Further, I authorize my current and former employers as well as other organizations to provide such information. I hereby release and hold harmless J. Luis Properties, Inc., my current and former employers, my current and former landlords, and any other organizations who have provided information from any and all liabilities arising out of the use of such information in connection with my consumer report.

Applicant Information

Full Name: _____ Gender: Male / Female

Social Security Number: _____ / _____ / _____

Date of Birth: _____ / _____ / _____

Driver's License Number: _____ State: _____

Current Address: _____

City, _____ State, _____ & Zip: _____

Applicants Signature: _____ Date: _____



Application Contingency Form

Move in Date _____ Account# _____

I, _____ have personally inspected the property at _____ and wish to complete an application to lease this property, but request that the following repairs be considered prior to occupancy. The items below, which are initialed by a J. Luis Properties, Inc., Property Manager, become mutually agreed to conditions of the Residential Rental Contract (Lease) and are to be signed by both parties on the condition that at least (10) days exist between this agreement and occupancy. Otherwise, I agree to take the property in the same condition as I viewed it on (date) _____. Please note the owner and/or agent reserve the right to negotiate and seek an increased monthly rental rate if repair contingencies cost submitted below are in excess of \$200.00.

It is further agreed that any repair requests added later may be accomplished at the convenience of the maintenance personnel and may not be completed until after occupancy.

Approved/Denied:

Repair Requests:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Applicant: _____ Date: _____

Applicant: _____ Date: _____

**The Applicant is agreeing to accept the property noted above in as-is condition if this form is not completed at the time the application is submitted.